

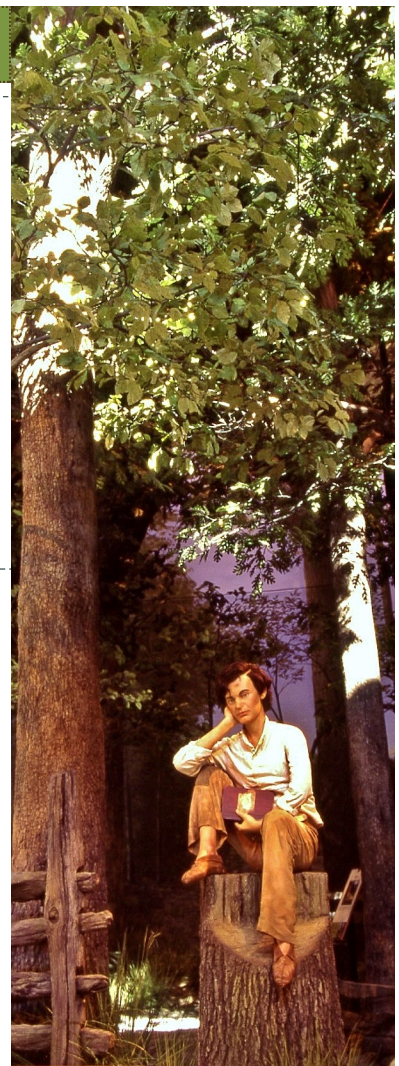
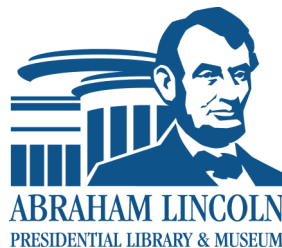


# Field Trip Guide

The Abraham Lincoln Presidential Library and Museum has hologram ghosts, several Abraham Lincolns, 7 exhibits, 2 theaters, and an average of 800 visitors daily. To ensure everyone has a meaningful day, we use the following procedures and policies. Please review the information in this guide with your chaperones and students, so everyone knows what to expect when they arrive at the museum.

## PRE-VISIT CHECKLIST

- ☐ Read Field Trip Guide
- ☐ Confirm SCVB e-confirmation dates/times are correct
- ☐ Recruit chaperones
- ☐ Pair students with chaperones
- ☐ Review rules with everyone going on the field trip
- ☐ Fill out School Group Admission Ticket
- ☐ Print and distribute Chaperone Guide (the last page of this document)



“Upon the subject of education, not presuming to dictate any plan or system respecting it, I can only say that I view it as the most important subject which we as a people can be engaged in.”

-A. Lincoln

New Salem, March 9, 1832

## ARRIVAL AND DEPARTURE

Bus drop off is at the south end of the ALPLM on Jefferson St. (one-way West). Please stay on your bus until an ALPM staff person comes on the bus to greet you and your students.

- Plan to arrive 15 minutes prior to your scheduled tour time. Arriving late may result in the adaptation or forfeit of your visit.
- The "SCHOOL GROUP ADMISSION TICKET" **must be signed** by the school principal and is **required** for entry into the museum.
- If you are bringing more than 1 chaperone for every 10 students, please collect the money ahead of time and designate one person to purchase all additional tickets.
- Buses will pick up students on the West side of the ALPM on 6th Street (one-way North).



## PARKING

Cars may park in the ALPLM parking garage on 6th street between Madison and Mason. The cost is \$.75 per half hour.

Free bus parking is located adjacent to the garage. To exit the lot, enter key code "#5150".

*"It was cool because they learned many things, but felt as if they were both just having fun."*



## CHAPERONES

- One chaperone for every ten students is **required** for admission. Chaperones within this ratio, along with any aides accompanying special needs students and bus drivers, are admitted at no charge.
- Additional chaperones are welcome but must buy admittance.
- Please distribute the Chaperone Survival Guide to your chaperones the morning of your visit.

## MUSEUM STORE

- Students are invited to visit the Museum store as long as they are accompanied by their chaperone.
- Store purchases are not allowed in the Museum so we suggest you make the Museum store the last stop of your visit.

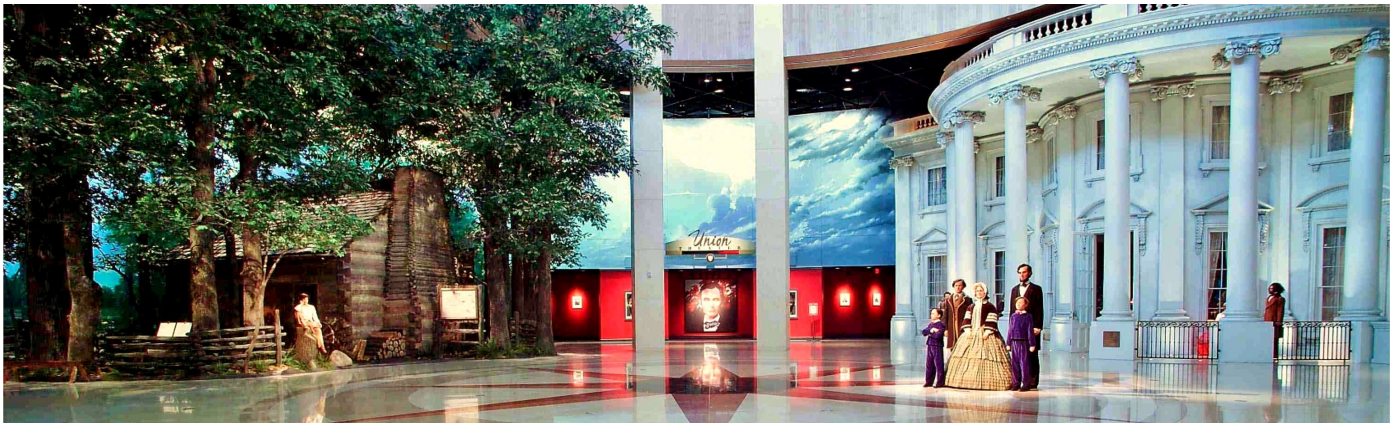




## THE RULES

The following rules are strictly enforced:

- Please leave backpacks, large bags, umbrellas, jackets, electronics, and other personal items on the bus or they will need to be checked.
- Food, beverages, candy, and gum are prohibited. The Museum is a smoke-free facility.
- Non-flash photography is allowed in most areas of the Museum. When in doubt, ask someone in a museum uniform for permission. If you can't take a photo without the flash, please do not use your camera/phone. The light from your flash can cause permanent damage to the rare Lincoln artifacts on display.
- Cellphones must be in airplane mode or turned off. Students who disrupt darkened theaters with their cellphones may be escorted out by Museum security.
- Students should remove all hats, hoodies, and other head coverings, unless worn for medical or religious reasons, as a sign of respect for our 16th President.
- Protect the exhibits and artifacts—don't touch them. The oils from your hand leave lasting marks that degrade the materials. The entire museum is monitored by video surveillance to protect the artifacts on display.
- #1 Most Important Rule: From the moment you enter the museum until you leave, students must be with their assigned chaperones. Keep them in sight at all times, or separated students may be taken aside by security.



## LUNCH

Bringing your own:

- Sack lunches must be left on the bus or checked; they may not be brought into the Museum.
- Students may picnic in Union Square Park across from the museum.

Purchasing a lunch:

- Boxed lunches may be ordered directly from Subway inside the Museum by calling 217-523-2247.

## MYLINCOLN

- Scavenger hunts, historic documents, artifacts... Discover more with the ALPLM mobile website.
- Students and chaperones may use cell-phones or tablets in most areas.
- To access the Museum's wi-fi:  
Network: ALPLM\_Guest  
Password: Lincoln1860!
- [www.mylincoln.org](http://www.mylincoln.org)



## THEATERS

- The Museum has two productions: *Ghosts of the Library*, a 9-minute show with holograms, and *Lincoln's Eyes\**, a 20-minute show, both play throughout the day.
- Show times are posted at the entrance of each theater. To make sure you get a seat, plan to arrive five minutes early. No one is admitted after the show begins.
- No cellphone use is allowed in darkened theaters.

\*Please be advised there are strobe lights and loud sound effects in this presentation.

## MRS. LINCOLN'S ATTIC

Mrs. Lincoln's Attic is a hands-on children's area with period toys and costumes. Pre-K through 5th grade students are welcome, but please encourage your group to be respectful of families with small children.

## THE JOURNEYS

The Museum has two permanent exhibits: *Journey One, the Pre-Presidential Years* and *Journey Two, The White House Years*. From his early days in a log cabin to his life as president during the American Civil War, you will explore the life of Abraham and his family through immersive environments, multimedia presentations, and Lincoln's own words.



## THE LIBRARY

Across the street from the Abraham Lincoln Presidential Museum's other arm, the Abraham Lincoln Presidential Library.

Visit the Library to see the special exhibits on display or make an appointment beforehand to see the treasures from Illinois history within its walls.



# Chaperone Guide

As a chaperone, you have great power on a field trip. You can mean the difference between "That was so cool!" and "Eh. It was alright." Here are some time tested tips and tricks to help you during your visit:

- Always stay with your group. As the adult responsible for your students, it's up to you to make sure everyone stays safe. Never lose sight of your students.
- As you walk through the exhibits, point out interesting artifacts or pieces of information.
- Challenge students to answer questions about what's in front of them and how it connects to what they saw in another part of the museum.



- Know the Museum rules and what the teacher expects of your students.

### Rules Cheat Sheet:

**Stay together** □ **No food, drinks, or gum** □ **Non-flash photos\***  
**Cellphones in airplane mode or turned off**

- Have fun! From industry experts to TripAdvisor reviews, the ALPLM ranks as one of the best museums in the nation. Be prepared to be blown away!

\*Non-flash photography is allowed in most areas of the museum. When in doubt, ask someone in a museum uniform for permission. If you/your students can't take a photo without the flash, please do not use your camera. The light can cause permanent damage to the rare Lincoln artifacts on display.